

**City of Seattle**  
**Civil Service Commission**  
**March 16, 2011**

**APPROVED: APRIL 20, 2011**

**Call to Order:** Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson  
Commissioner Gregg Hirakawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

No one signed up to speak.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of February 16, 2011 Meeting Minutes:** Commissioner Jewell made minor corrections to the minutes. Commissioner Hirakawa moved to approve the minutes as corrected. Commissioner Casson seconded the motion. The motion passed.

**2. Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

- ❖ The Executive Director provided the Commission updates on current Civil Service Commission appeals :

**New Appeals:**

- **Stoner v. Finance and Administrative Services-CSC No. 10-04-021:** Delegated to the Office of the Hearing Examiner.

**Update:**

- **Chan v. Seattle Parks & Recreation-CSC No. 10-104-021:** Appellant withdrew appeal.

**Review:**

- **Taylor v. City Light-CSC No. 10-07-005 Decision:** The Commission reviewed the February 11, 2011 decision of CSC Hearing Officer Christopher Mathews. Neither party filed a Petition

for Review. Commissioner Hirakawa was the Reviewing Officer and moved to affirm the decision. Commissioner Casson seconded the motion. Commission Chair Jewell abstained. The motion passed.

**Executive Session:** The commission went into Executive Session at 9:35 a.m. The Executive Session ended at 10:05 a.m.

**Manion v. Personnel-CSC No. 11-04-001:** The appellant filed an appeal regarding out of order lay off. The Commission reviewed the appeal and issue of whether the Personnel Director was authorized to delegate his duties under SMC or personnel rules. The Commission found that there were no violations and the delegation was properly done under SMC 4.04.030(10). Commissioner Hirakawa moved to dismiss the appeal for lack of jurisdiction. Commissioner Casson seconded the motion. Commission Chair Jewell abstained. The motion passed.

### **DISCUSSION ITEMS**

3. **Service Credit Legislation-Update:** The Executive Director informed the Commission that she invited David Bracilano to attend the Commission meeting. Mr. Bracilano was unavailable to attend and notified Ms. Graham-Walton he was in talks with the Unions. Commissioner Hirakawa expressed that after meeting with the Mayor's office in December he felt that there was a direct order to have something by the end of the first quarter. Commissioner Hirakawa expressed that the Personnel Department should be held to what was directed and the Commission should move forward with legislation. Ms. Graham-Walton also suggested to the Commission that the CSC website have a link on its home page to the proposed legislation, in order to keep employees and others informed.
4. **Commission Rule Review-1<sup>st</sup> Draft Revisions/Additions:** The Executive Director introduced recommended revisions to the Commission rules that have been pending over the past years-as there were no significant issues. The Commission will review the rules revisions that are mainly formatting.
5. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track as of March.
6. **Old/New Business:** None

**Other:** Ms. Graham-Walton updated the Commission on the Civil Service Training that was held on April 10 and stated that there would be additional training in the latter part of the year.

**Adjourn: The meeting adjourned at 10:20 a.m.**

Respectfully Submitted:

Approved by:

/s/ Teresa R. Jacobs 4/20/2011

/s/ Steven A. Jewell 4/20/2011

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Teresa R. Jacobs  
Administrative Staff Assistant

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Steven A. Jewell, Commission Chair

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Date